

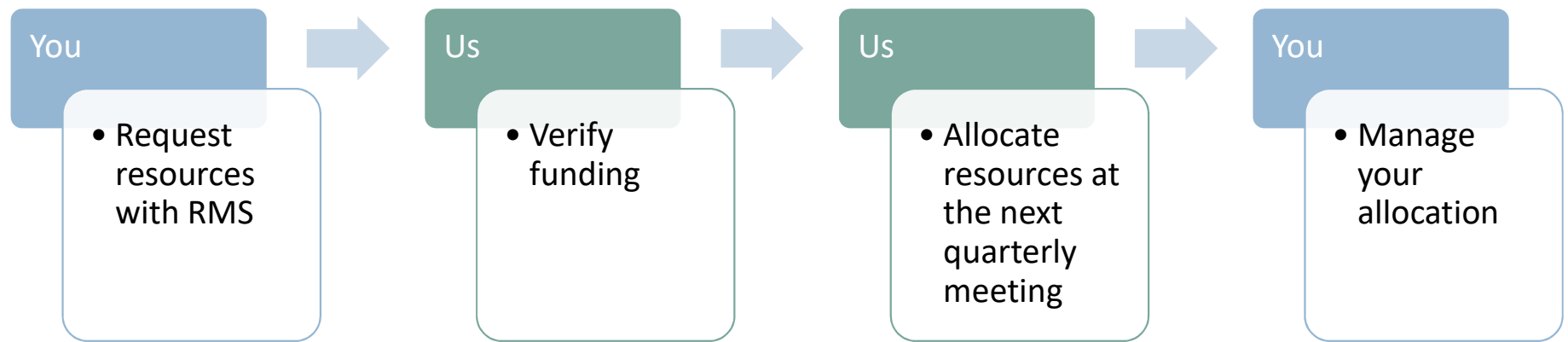
HEC Request Management System (RMS)

What Is RMS?



- Replaces the HEC eBooks system for NASA's Science Mission Directorate (other Mission Directorates will still use eBooks)
- Went live on October 1

The Big Picture



- Single-step vs two-step request process
- Multi-year requests; multi-year allocations

RMS Features & Benefits

Feature	Benefit
New intuitive design	Request elements are clearly explained and easy to locate.
One-step process	You only have to submit one request.
More funding choices	<ul style="list-style-type: none">• ROSES• CANs• Directed• Chandra• FINESST• NASA Postdoctoral Program• Hubble Fellowships• HST
SBU values are in SBU2	No need to convert between SBU baselines.
Save as draft	Write your request on your own schedule. You don't have to do it in one sitting.
Drop the draft	If you don't need an allocation after all.
Save your request as PDF	Attach it to a ROSES proposal. Or remember what you asked for last time.
Edit after submission (but before allocation)	Because things change.

RMS Walkthrough

(Investigator User Interface)

Getting an RMS Account

Your RMS account is **not** the same as your NCCS, NAS, or eBooks account.

Important note on email addresses:

- Use a NASA, corporate, or educational email address
- We don't accept RMS accounts tied to addresses from Gmail, Yahoo, Hotmail, AOL, etc.

<https://request.hec.nasa.gov>

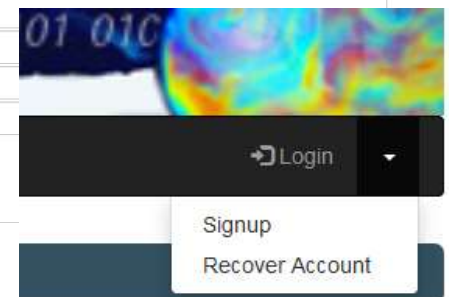
“Request” is singular!

Create an Account

The username must be 6 to 12 characters long and must be composed of letters (a-z, A-Z) and numbers (0-9) only. Username is not case sensitive.

Solution	Select one of Dr., Mr., Ms., Prof., None
First Name*	First Name
Last Name*	Last Name
Organization*	Select Your Organization
Org. Type*	Select Organization Type
E-Mail*	username@example.com
Phone*	xxx-xxx-xxxx
Address*	address
Address 2	Additional Address
City*	City
State*	Select State
Zip*	Zip
Username*	Username

Verify Username Availability



Creating and Submitting a Request

- When to Submit
 - Submit with a ROSES, FINESST, NPP proposal (recommended)
 - Submit after funding has been awarded
- Who Submits—PI
- Sponsoring Organization
 - Directorate = SMD
 - Program = SMD Division (Astrophysics, Earth Science, Heliophysics, Planetary Science)
 - Project = SMD Program (optional)

Changing a Request: Increase or Decrease

- Increase as needed to do your science.
- Decrease if you think you will use <50% of your allocation
- Usage history is taken into consideration when allocation decisions are made.

Changing a Request: Split or Move

- We discourage this, but sometimes it's necessary.
- Email support@hec.nasa.gov and tell us
 - How many SBUs you want at each location
 - Why you need to run at both locations

Changing a Request: Extending Your PoP

- The Period of Performance (PoP) of the request must match the PoP of your funding
- Send documentation to support@hec.nasa.gov



Reasons to Extend Your Request

Project closeout

No-cost extension

Contract change

Other programmatic reasons

Tips & Tricks



- The PI is the one with the funding
- “Continuation” of ongoing work → use my existing GID
- Your PoP for the request must be the same as the PoP for your funding.
 - No-cost extension? Let us know.
 - WBS number renews each year? Negotiate a “PoP” with your Funding Manager.
- When creating a new request, don’t ask for allocation for the past.
- We allocate quarterly.

Common Questions

Who's my Funding Manager?

Competed: Your solicitation or fellowship POC. Your grant's Technical Officer.

Directed: See SARA web page.
<https://science.nasa.gov/researchers/sara/program-officers-list/>

Why doesn't my ROSES Program Element show?

If your ROSES solicitation is from earlier than ROSES 2017, please email support@hec.nasa.gov so we can add it.

My proposal was selected, why isn't the eligibility confirmed?

If your proposal was a late selection, please email support@hec.nasa.gov so that we can confirm.

My funding source isn't an option—what to do?

Please email support@hec.nasa.gov so that we can add it.

Common Questions

My WBS renews annually—do I need to resubmit *every year*?

Contact your funding manager to negotiate a “period of performance” you’re both comfortable with.

Where’s my allocation? I submitted my request last week.

We allocate quarterly. If you have an urgent need, please email support@hec.nasa.gov and explain why your request can’t wait until the next quarterly allocation. We can often accommodate emergencies.

I need to run at both NAS and NCCS—what to do?

We generally discourage this. Please email support@hec.nasa.gov and explain why you need to split your allocation between two locations.

Expect Enhancements

- Still to be implemented
 - Quad charts & reports
 - Cosmetic look-and-feel upgrades + bug fixes



- We want your feedback—what would be helpful in the future?

Getting Help



- support@hec.nasa.gov
- support@nccs.nasa.gov
- support@nas.nasa.gov
- Nancy Carney / GSFC
- Xiaopeng Hu / GSFC

Summary

- RMS replaces eBooks as the tool for submitting SMD HEC requests.
- We walked through creating, submitting, and modifying a request.
- We discussed tips & tricks for making the request process more convenient.
- We answered some common questions and offered resources for getting help.

Thanks!

- RMS development team

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